

# Asset List By Group

## Report Module Guide: Asset List by Group

### Module Location

Fixed Asset > Reports > Asset List by Group

### Module Objective

The **Asset List by Group** module is used to generate a complete list of all company fixed assets, organized and grouped by their category (e.g., Buildings & Improvements, Machinery, Office Equipment, Vehicles). This report is crucial for financial reporting purposes, especially in preparing schedules or notes to the financial statements related to fixed assets.

## 1. Report Parameters (Filter)

The main page of this module is a form containing various parameters to customize the report that will be generated.

Here is an explanation for each parameter:

- **Group Filter:**

- Select **All Groups** to display all assets from all categories, or select **By Asset Group** to choose one or more specific groups you wish to see.

- **Currency:**

- Set the currency preference for the report.

## 2. Steps to Generate the Report

### Step 1: Set Report Parameters

Define the parameters you need, especially the asset group filter.

### Step 2: Generate the Report

After all parameters are set, click one of the two buttons at the bottom:

- **[Display Report]**: To preview the report directly on your screen.
- **[Export to MS Excel]**: To download the report data in an Excel file format.

## 3. Reading the Report (Report Content)

The generated report will be a structured list of assets, grouped by their asset category, such as **BUILDING AND IMPROVEMENTS** and **MACHINERIES**.

This report displays complete details for each asset, including:

- Asset Name
- Status
- Acquisition Date
- Acquisition Cost
- Current Balance (Book Value).

# Tips & Important Notes

- Use this report as an **attachment or schedule for Fixed Assets** for the official Financial Statements.
- This report helps in analyzing the **composition of the company's fixed assets** (for example, what is the total value of machinery compared to vehicles).
- The accuracy of this report depends on the correct **Asset Group** being selected when registering an asset in the **Asset List** module.

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